

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES**

November 18, 2024

Bradley Bourbonnais Community High School District 307

REQUEST FOR QUALIFICATIONS

Introduction

The Board of Education for Bradley Bourbonnais Community High School District 307 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services to assist the School District in the planning (pre-construction), bidding, construction, close-out and occupancy of the planned improvements.

This RFQ is not an Invitation to bid; responses will be evaluated based on the relative merits of the Qualifications. There will be no public opening or reading of responses received by the School District pursuant to this request.

RFQ Submission

RFQ submissions are due by Monday, January 6, 2025 at 3:00pm local time.

Please submit six bound copies and one digital copy (via CD, USB or email to rkolitwenzew@bbchs.org) to:

Bradley Bourbonnais Community High School #307
Attn: Ramie Kolitwenzew, CSBO
700 W North Street
Bradley, IL 60914

Qualifications must be enclosed in a sealed envelope (or other sealed container): the submission must clearly display "Request for Qualifications – Construction Management Services for Bradley Bourbonnais Community High School #307 and the respondent's name.

Submittals should be prepared as standard 8-1/2" x 11" letter size, and shall be limited to 30 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical. Each page with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

Timely delivery of submissions is the responsibility of the Respondent.

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District 307 to Award the CM Services

RFQ Released	11/20/2024
RFQ Pre-Submission Meeting and Building Tour 2:00pm in BBCHS Auditorium	12/04/2024
Last date to submit written questions/clarifications	12/13/2024
RFQ Due to District	01/06/2025
RFQ Recommendation Committee Review	01/06-01/09/2025
RFQ Interview List Released	01/10/2025
Interviews & Committee recommends firm for Board Approval	01/13/2025
Award by the Board of Education	01/20/2025

Respondents' Inquiries and Addenda

Questions regarding the bid should be directed in writing to Ramie Kolitwenzew at rkolitwenzew@bbchs.org.

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral and other interpretations or clarifications will be without legal effect.

General Information, Notifications and Purpose

Respondents are advised to carefully review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.

General Terms and Conditions

The purpose of this Request for Qualification is to identify an experienced Construction Management Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost.

The District will utilize the Construction Manager as Constructor (at-risk) for the District #307 project.

The District reserves the right to award contracts for various types of projects to multiple or single respondents. The School District reserves the right to waive informalities and irregularities in the qualifications received. The School District reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The District may remedy or waive technical errors in the RFQ process as it is in the best interest of the District.

The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the School District's best interests as determined by the selection committee may be

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submitted to the Board of Education for approval. The Board of Education may act to approve, reject or delay the award of the contract based on the recommendation of the selection committee.

The School District reserves the right to contact any Respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by the School District.

All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation, proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws. (The District may elect to allow a CM to bid for the work. If so, they must comply with the prevailing wage act)

All costs associated with developing or submitting qualifications in response to this request or providing oral or written clarification of its content shall be borne by the respondent. School District #307 assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not allow the School District to enter into a contract. The contents of the qualifications submittal of the successful firm may become contractual obligations if the District wishes to execute a contract based on the submitted proposal. Failure of the successful firm to accept these obligations in a contract may result in cancellation of the award.

Project Information

The project is subject to approval of budgets and funding by the Board of Education. The Board may suspend the project at any stage up to and including following receipt of the bids.

With the recent passing of a \$62M referendum and the District's commitment of \$8M, Bradley Bourbonnais Community High School District 307 will enter a 3-year facility improvement plan with planned completion in the fall of 2027. The \$70M facility plan is designed to bring all students under one roof as well as improve the dining area and traffic flow. Renovations of the current gym and cafeteria spaces will result in 14 additional classrooms, 5 STEM labs, performing arts and supports spaces, and 7 learning areas. Additionally, the newly constructed field house will hold four courts, a track, centralized locker rooms and fitness centers, and a pool observation area. The project anticipates roughly 90,000sf new construction and roughly 65,000sf renovation as well as the completion of Physical Needs Assessment upgrades related to mechanical, electrical, etc.

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Selection Criteria and Process

The tentative dates for the presentations (subject to change as may be required) is the week of January 10, 2025. A reasonable inquiry for additional information may be conducted by the District as to the respondent's past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results.

The timing of the research may precede or follow the interview process as determined in the best interest of the District. Respondents are solely responsible to promptly supply additional information to the District in connection with such inquiries. The promptness, accuracy, and cooperation of respondents in responding to such inquiries may be grounds for determination of non-responsiveness as determined by the District.

A final evaluation of all the presenting Respondents will be made by the Selection Committee to determine the best qualified for the project.

The Selection Committee shall determine the selection of respondents for the interview process by reviewing the written qualifications of the respondents based on the responses to the RFQ. A "short list" of no more than three firms will be developed. These firms will be invited to make a presentation before the Selection Committee. The Selection Committee will consist of **5** members recommended by the Superintendent of Schools with approval of the Bradley-Bourbonnais Community High School District 307 Board of Education.

The Selection Committee will be making a recommendation to the Board of Education on the chosen Respondent upon completion of the interview process. The Selection Committee may rank the firms making the presentations to determine a recommendation or immediately reach a recommendation. Each of the interviewed respondents shall be evaluated on their qualifications.

Recommendation by the selection committee is based on the combination of the proposer's response to the Submittal Requirements, the composition and qualifications of the proposer's staff for this project and the interview process.

The Selection Committee's recommended firm will be submitted to the Bradley Bourbonnais Community High School District Board of Education for approval. The School District, following Board Approval, may then enter negotiations with the selected firm and ultimately execute a contract upon completion of negotiated contract terms and fees. The final contract terms and fees must be approved by the Board of Education.

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**SCOPE OF CONSTRUCTION MANAGEMENT
SERVICES**

The construction manager's scope of work shall include, but not be limited to, the following list of services:

GENERAL PROJECT EXPECTATIONS

Scope Review: The CM shall meet with the Owner and Architect to review and evaluate the project scope and programming.

Safety: The CM to develop, monitor and enforce the project's "Safety Program". Safety of both the jobsite employees and of the District's students, faculty and staff will be of utmost importance throughout the project duration. Ensure compliance with all local, state and federal safety regulations. Incorporate appropriate information into monthly reports.

Campus Engagement: The CM shall be involved in programming or other meetings as required and shall have a designated team member to deal proactively with logistics and respond to concerns that may arise.

General Conditions: The CM is expected to provide a lump sum for General Conditions and a detailed list of what is included. Those items that cannot be included at this time due to the conceptual level of plans must be incorporated into subsequent bid packages to ensure the District receives competitive bids for all General Conditions and Site Services. The District expects that all tools, trucks and equipment that would customarily be required on an active construction site must be included in the lump sum GC's or in the bid packages.

Self-Performance: The District may elect to allow the CM to participate in the competitive bidding process for certain trades if it is deemed in the best interest of the District. If a respondent is interested, it should be identified in the proposal and will be considered further during the interview and contract negotiation process.

Shared Savings: Value Engineering is an expected service under this contract; the District will not consider shared savings under this contract. Further, all unused allowances and contingencies must be returned to the District.

Permits/Inspections: Along with the Architect, secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new and renovated facilities.

Administration: The CM shall attend and participate in all design phase team meetings. The CM shall prepare a site logistics and utilization plan for review by the Owner.

Quality Control: Develop a project-specific quality control plan, outlining your quality control goals for the project. Inspect all materials and installations to ensure that the plans, specifications, and quality control goals of the project are being met or exceeded.

Construction Scheduling: The CM shall provide detailed critical path schedules for construction activities and shall include design and procurement phase milestones. The CM shall provide input on design details that may impact the schedule and shall ensure that selected materials and products do

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not render the schedule unachievable. The schedule must also account for temporary conditions and relocations with considerations for summer phasing as well as school-year phasing. This schedule should be developed using a nationally recognized computerized scheduling program.

PRE-CONSTRUCTION PHASE SERVICES

During the Pre-Construction Phase, the selected CM will be expected to actively participate with the project team, which includes Bradley Bourbonnais Community High School and the Architect. The CM is expected to provide pre-construction services including constructability reviews, design-assistance, site logistics analysis, value engineering, schedule, budget/construction cost estimating, add alternates, and material selection advice during the design phases of the project over the life of the project.

Scheduling: Develop a detailed master project schedule immediately upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: program development, design, bidding, Board approval of the contracts and all construction activities through close out of the project.

Phasing and Logistics: The CM shall also prepare a logistics and phasing plan for the project. The CM shall work closely with the Owner's team to develop the optimum strategy for phasing the project, recognizing the mechanical, swing-space, operational and site constraints which are unique to these additions and renovations in and around occupied, education facilities. The CM shall prepare graphic depictions of the construction phasing, locations of hard-wall barriers, barricades, circulation, and egress routes throughout construction. The CM shall closely coordinate these logistics plans with the District and prepare the variations required based on the construction schedule, season, and academic calendar.

Purchasing and Contracts: Prepare, develop, and distribute all bid packages, including project specific, general and supplementary general condition items. The CM will conduct a pre-and-post-bid meeting with trade contractors to ensure that all bids are complete and fully responsive. The CM will receive and analyze contractor bids and make award recommendations to the Owner. All Request of Qualification Proposal for Construction Management Services construction contracts will be between the contractor and the Owner. The CM will coordinate the identification and ordering of the long lead items to be incorporated into the project. The CM shall identify long-lead items or other components requiring sufficient planning for implementation. The CM shall appraise the team of market conditions that may influence the intended purchase strategy. Based on requirements of the Illinois School Code, all trade packages associated with this project will be advertised, sealed bid procurements. The CM is to deliver a draft of the bid package organization and CM contract requirements to the District for review no less than thirty (30) days prior to bidding. This is to include specifics per trade package of all allowances, alternates, anticipated trade costs and contingencies the CM recommends for inclusion. These will be reviewed and approved by the District prior to the release for bids. The use of all allowances, contingencies and anticipated trade costs must be approved by the District.

Estimating: The CM shall provide a conceptual budget for the Final Program Statement (date

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to be mutually determined) and detailed project estimates at the following stages of document completion: Schematic Document 100% Design Development Document 50% Construction Document Estimates should provide quantities.

CONSTRUCTION PHASE SERVICES

General Administration: Maintain a competent and sufficient number of full-time field staff to administer the work of the project, coordinate, and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties. During early phases of the project, conduct MEP coordination meetings as necessary to facilitate effective: use of interstitial spaces.

Trade Contractor Supervision/Coordination: Supervise and coordinate the efforts of all trade contractors and suppliers to ensure that cost, quality, safety and all other goals of the project are met or exceeded.

Reporting/Communication: On a weekly basis prepare a detailed project report updating the Owner with cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a weekly basis, hold an informational meeting with the user groups and other Owner personnel to provide an overall update of the projects' progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other project information.

Project Accounting: On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner. Process payment requests and collect waivers from trade contractors and suppliers. Review, negotiate and recommend action regarding all trade contractors change order requests prior to submission to architect and Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Obtain the required bonds and insurance certificates from all contractors and suppliers.

Requests for Information/Submittals: Review and forward to the architect and/or Owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating status of each.

OCCUPANCY SERVICES

Punch List: Prepare the final punch list incorporating items from the architect and Owner. Administer completion of all items therein with responsible trade contractors.

O & M Manuals/As-Built: Prepare and turn over all O & M manuals for all equipment to the Owner. Throughout the project maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.

Training/Start Up: Coordinate equipment training for appropriate staff of the Owner to ensure

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smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.

Warranty: Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies or same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.

Submittal Requirements-Proposal Content

Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project. RFQ submission must include the following:

Letter of Transmittal: A one-page Letter of Transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Letter of Transmittal should identify all addenda received by the Respondent. Joint Ventures require signatures from all firms participating in the Venture.

Executive Summary: The executive summary is intended to highlight the contents of the Proposal and to provide the School District evaluators with a broad understanding of the Respondent's technical approach and ability.

General Information:

- a. Name, address and telephone number of firm including involvement in industry organizations
- b. Name, title, email and other contact information for the main point of contact for the Respondent.
- c. Name of officers in firm and an organizational chart (one page)
- d. Brief history of firm (one page) including the number of years the firm has provided construction management services.
- e. Overview of specific qualifications and projects within the K-12 school market
- f. Additional information that the Respondent feels is a unique qualification and is of direct benefit to the District.
- g. Define your insurance coverage and bonding limits

Project Staffing: The education, training and qualifications of the proposed project staff including Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project. Describe the total experience in construction management of each of the proposed Project Team Members. Note separately the projects performed by personnel while with another firm and/or organization.

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Experience and References: Provide a list of Construction Management projects that your Construction Management Firm is presently working on or has completed within the last five (5) years. Specifically indicate the size and scope of the project described. Include a brief description, year of completion, project cost, owner's name, address, phone number and a reference contact. Include past performance in delivering the required services in an efficient and timely manner for identified projects in terms of construction schedule and meeting construction budget.

List the names of five (5) clients who have worked with your Construction Management Firm that may be contacted and include at least three (3) for whom services were rendered within the last two (2) years. Include names and phone numbers where representatives can be contacted.

Supporting Data: Include any other supporting data which you feel will assist the District in evaluation of your firm.

Service Offerings/Approaches

- a) Describe how you provide cost estimates including outlining the phases of the project and detail of the work. Discuss the approach to cost reduction at various points in the design, bidding, and construction process. Provide an example of proposed cost reduction developed on a recent project during the pre-construction phase.
- b) How does the firm schedule a project from the earliest conceptual stages through construction? How does the firm maintain project schedules? Firm's approach in providing fast track or accelerated construction with consideration for construction and renovations throughout the school year.
- c) Student Safety and Criminal Background Investigation. Discuss the firm's approach to site safety during the construction phase.
- d) Describe the firm's approach to developing bid packages, managing the bid process and awarding trade contracts. Approach to public bidding, understating and experience with public bidding law, bid review and negotiation.
- e) Describe the firm's handling of "change orders" during construction.
- f) Describe the firm's handling of "cash allowances" included in the contractor's bid.
- g) Describe the firm's approach to integrating quality assurance during the pre-construction phase and maintaining quality assurance during the construction phase.
- h) Approach to close-out, equipment start-up and follow-up on construction related issues including warranty
- i) Approach to sustainable construction methods. LEED Projects and LEED AP on staff.

Litigation and Ethics: Litigation and Ethics Information: List any current or concluded litigation involving your company within the past three (3) years specifically including Client

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involvement. Describe your company's involvement in the matter and the outcome of the matter if concluded.

List all projects from which the firm was dismissed prior to completion in the past five (5) years and the reasons for the dismissal.

EVALUATION AND SELECTION

The School District will conduct a comprehensive, fair, and impartial evaluation of all qualifications. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFQ. The Respondent(s) selected for an award will be the Respondent(s) whose qualifications are the most advantageous to the School District, and in the School District's best interests as determined by the School District in its discretion. The School District committee may select all, some or none of the Respondents, for interviews. If the School District elects to conduct interviews, Respondents will be interviewed and scored based upon criteria to be determined by the School District.

At the conclusion of the selection process, each of the Respondents will be evaluated to determine the Best Qualified for the project. Contingent on qualifications, schedule and project funding the School District may enter negotiations with the selected Respondent and execute a contract upon completion of negotiation of fees and contract terms for final approval.

CRITERIA FOR EVALUATING PROPOSALS

The Selection Committee will be responsible for reviewing the Proposals received, using the following criteria:

- Company and project team member's qualifications and experience with CM of projects of similar size and scope as this project (specifically municipal)
- Demonstrated ability in total project leadership throughout all phases of past projects
- Total years in business and financial stability of the firm
- Recommendations from previous clients as well as reference checks performed by Selection Committee members
- Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of this project
- Accuracy of estimating costs and timeliness in completion of previous projects
- Fee structure and reimbursable expenses
- In-person Interview / Presentation

Firm experience:

- Number of years the Firm has provided Construction Management Service for similar types of projects.

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- Firm's performance in similar scope and type of projects in the past five years.
- Number of projects of similar scope and type your firm has completed in the past five years.

FEE STRUCTURE

This proposal request is based on a Cost-Plus Fee arrangement, which will result in a Guaranteed Maximum Price Agreement prior to the initiation of the Construction phase. Please discuss all aspects of your fees associated with this approach, including:

- Provide your At-Risk Construction Management Fee. Please base your proposed fee on a cost of construction of volume of direct work. The fee should be provided as a dollar value based upon an estimated project construction cost of \$70,000,000. Also, describe the components that make up the construction manager's fee.
- Identify fixed and reimbursable GM General Conditions list and proposed amounts. Please note all reimbursable general conditions will be submitted on a monthly basis to the District with the required back-up and invoicing as related to each item. These items will be reimbursed to the CM without markup.
- Provide a separate, Not-to-Exceed fee for pre-construction services. Reimbursable expenses shall be estimated, and included in the Not-to-Exceed amount identified. This price will form the basis of the Letter of Intent and will be incorporated into the GMP prior to the start of construction. An additional Not-to-Exceed unit cost should also be provided for additional iterations of the schedule or cost estimate which may be directed by the District. This may include additional packages during Design Development and Construction Document phases.
- Provide hourly rates for all staff members to be utilized on the project.
- Provide the cost for your general liability insurance based upon an estimated project construction cost of \$70,000,000.
- Discuss when the contract could be converted into Guaranteed Maximum Price and what Contingency the CM would carry.
- Identify any exceptions or qualifications taken with the Agreement, General Conditions, or other documentation.

REPRESENTATIONS AND CERTIFICATIONS

By submitting a proposal, Submitters make the following representations and certifications as part of the proposal:

AVAILABILITY. The number and amount of contracts and awards pending which submitter will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely prosecution of the work.

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CERTIFICATE OF ELIGIBILITY TO CONTRACT. Pursuant to Section 33 E-11 of the Illinois Criminal Code of 1961 as amended, submitter certifies that neither they nor any of the officers, partners, or owners of this business have been convicted in the past five years of the offense of bid-rigging under Section 33 E-3, nor bid-rotating under Section 33 E-4, nor bribing or attempting to bribe an officer or an employee of the State of Illinois, or made an admission of guilt or such conduct which is a matter of record.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT. Pursuant to Section 3 of the Illinois Drug-Free Workplace Act, having twenty-five or more employees, Submitter certifies that it shall provide a drug-free workplace for all employees engaged in the performance of work by complying with Illinois Drug-Free Workplace Act, and, further certifies that they are not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY. Pursuant to Section 2-105 of the Illinois Human Rights Act (775 IL-CS5/2-105), Submitter certifies they have a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and compliant process available through the Department of Human Rights Commission; (vi) directions of how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.